

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

Human Rights Investigator I - 19774

Monthly Salary Range: \$2881 - \$4154

Regular Test – No Option

Option MC – Manual Communications

Option KO – Korean Speaking

Option PO – Slavic (Polish) Speaking

Option SS – Spanish Speaking

General duties: A Human Rights Investigator I performs professional work as a human rights intake worker, counseling complainants, ascertaining jurisdiction, taking charges of alleged employment discrimination and carrying a caseload of selected simple investigations; or serves as a beginning level investigator in employment (individual or systemic) or new jurisdictions, investigating, processing a caseload of selected simple to moderately difficult perfected charges of discrimination by analyzing evidence in terms of Human Rights Act rules and regulations and operating procedures; develops reports of findings of fact, parties' terms of settlement and agreement, and necessary correspondence to concerned parties.

Minimum training and experience: Completion of four years of college, preferably with coursework in business, public or personnel administration or social sciences; or equivalent training and experience.

Knowledges tested: Interpersonal Skills; Reading Comprehension Skills; Caseload Management Skills; Written Communication Skills and Analytical Problem Solving Skills.

Tests and weights: Automated multiple-choice test 100%.

****NOTE:** PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 W. Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Moved to Group A 4-1-03, Salary (RC-062-15) 1-1-06,

Option PO added 10-20-04, Option KO added 5-11-06

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option KO – Korean Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Korean and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option PO – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Cook (KO) (PO) (SS), Sangamon and Williamson.

(SS) Indicates Spanish Speaking Option is also established in that county.

(KO) Indicates Korean Speaking Option is also establish in that county.

(PO) Indicates Slavic (Polish) Speaking Option is also establish in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.